

## **POLICE RECORDS CLERK**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing records and reports of the department. Police Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. Employees of this class perform routine duties independently, reporting to and having work reviewed by a superior officer designated by the Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives and processes departmental records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Provides for and insures that accurate records are maintained including officers' reports, citations, warrants, and criminal records. Fills out or types letters, forms, memos, statements, formal reports, or any other assigned documents.

Sets up a filing system and files correspondence, forms, records, or reports alphabetically and numerically. Assigns cross-indexing numbers to files if subject matter should be classified and filed under more than one heading. Keeps records on the location of materials removed from files and traces missing files. Maintains a library or archives of materials for future use or reference by department personnel, including periodically inspecting systems and facilities for maintaining such. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements.

Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Stamps material to record date and/or time that the material was received. Reads graphs, charts, manuals, records, reports, or related department documents. Compiles and organizes data needed for reports as required. Uses Internet to perform web searches to obtain additional information needed for reports.

Operates a computer terminal in order to enter or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a facsimile machine, copying machine, calculator, or mathematical

computer software. Transcribes dictation from a voice machine, dictaphone, or transcriber.

Collects money for fines or bonds from the public or manages petty cash fund, keeping appropriate records.

Acts as receptionist to department visitors, including answering telephone and placing calls.

Provides for the purchase and storage of all needed supplies and equipment. Distributes supplies and equipment as required.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than twenty-one (21) years of age.

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